



## Burning to CD Tutorial #13

There are many reasons why you would wish to put your files to CD. It could be because you want to have a back up encase the computer crashes; to create movies that you can share them with your friends and family; or to create mixed audio CDs to play in your stereo device. Before you begin, there are a few primary things you should know:

- You cannot change, add or delete the files on your CD once it is burned
- Your computer must have burner capabilities
- When purchasing blank disks make sure that they are “CD-R” because DVDs look the same but say “DVD-R”

### Burning Files to a CD

Before you begin, you should have all your files organized into folders for easy retrieval. Simply:

- (1) Put the CD into the computer drive
- (2) The “CD Drive (D:)” menu will come up, left click on the “Open Writable CD folder using Windows Explorer”
- (3) Left click on “OK”
- (4) A new blank menu will appear, you will be able to copy & paste (Tutorial #9) or drag the file into the blank D: location
- (5) To continue, left click on “Write these files to CD” (which is located on the left side of the menu)
- (6) The “CD Writing Wizard” will appear, it will ask you to re-name the CD. Type in the new name and left click on “next”
- (7) When the burning is complete, the “CD Writing Wizard” message will appear saying that you have successfully written your files to the CD. Left click on “finish”
- (8) The CD should come out of the drive

